

ANNUAL FIRE ALARM SERVICE/TEST REPORT

(Updated 1/28/05)

Section 1001.5.2 of the California Fire Code allows the chief to require periodic testing of fire alarm systems. In Mountain View, fire alarm systems are required to be tested annually, and a record of the test submitted to the Mountain View Fire Department. The following test report can be used to fulfill this annual test requirement. The test shall be conducted by a State Licensed (C10/C7) contractor only.

If deficiencies in any portion of the fire alarm system are found, they should be so noted in the appropriate "Deficiencies Noted" section. In the "Additional Remarks" section, indicate *how the deficiency was corrected*. Also note here any other modifications made to the fire alarm system or other problems encountered that were repaired.

BUILDING INFORMATION

ADDRESS OF BUILDING _____
BUILDING OR COMPLEX NAME _____
BUILDING OWNER/MANAGER _____
MAILING ADDRESS _____
PHONE _____ DATE OF CONSTRUCTION _____

SYSTEM INFORMATION

LOCATION OF MAIN FIRE ALARM PANEL _____
MANUFACTURER _____ MODEL# _____
OF ZONES OR ADDRESSABLE POINTS _____ 110 VAC VOLT ONLY _____ 12/24 VDC _____
LOCATION OF FIRE ALARM AS-BUILT DRAWINGS _____
LOCATION OF OWNERS MANUAL _____
TYPE OF NFPA MONITORING (be specific) _____
OTHER SYSTEMS INTERCONNECTED TO ALARM SYSTEM (tamper, flow, Halon, egress control devices, lock box, etc.) _____
NAME OF MONITORING COMPANY _____ PHONE # _____
UL CENTRAL STATION CERTIFICATION (if Central Station Monitored) # _____

ALARM TEST INFORMATION

NAME OF COMPANY CONDUCTING ANNUAL TEST _____
PHONE # _____ ADDRESS _____ CITY _____ STATE _____ ZIP _____
STATE CONTRACTOR'S LICENSE # _____
PERSON CONDUCTING TEST _____ DATE OF TEST _____

MANUAL PULL STATIONS

NUMBER OF MANUAL PULL STATIONS IN ENTIRE FACILITY: _____

√	#	CHECK POINTS	DEFICIENCIES NOTED
		PROPER ANNUNCIATION AT FIRE ALARM PANEL & REMOTE ANNUNCIATOR	
		ACTIVATES ALL ASSIGNED DEVICES (bells, magnetic holds, etc.)	
		PROPER TROUBLE NOTIFICATION ONCE DEVICE/S ARE RENDERED INOPERABLE	
		GENERAL CONDITION (accessible, no damage, UL listed, etc.)	
		"LOCAL ALARM ONLY" SIGNS POSTED. <i>*NOTE-LOCAL ALARMS MUST HAVE SIGNS POSTED TO READ THE FOLLOWING: LOCAL ALARM ONLY – CALL 9-1-1</i>	

√ = IN COMPLIANCE WITH STATED CRITERIA

= TOTAL NUMBER OF DEVICES TESTED FOR THE SPECIFIC CRITERIA

ADDITIONAL REMARKS _____

SMOKE DETECTORS

NUMBER OF SMOKE DETECTORS IN ENTIRE FACILITY: _____

√	#	CHECK POINTS – Note if activated by smoke or test	DEFICIENCIES NOTED
		PROPER ANNUNCIATION AT FIRE ALARM	
		PROPER ANNUNCIATION AT REMOTE LOCATION	
		ACTIVATES ALL ASSIGNED DEVICES (bells, magnetic holds, etc.)	
		PROPER TROUBLE NOTIFICATION ONCE DEVICE/S ARE RENDERED INOPERABLE	
		GENERAL DEVICE CONDITION (damaged, dirty, painted, etc.)	

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= TOTAL NUMBER OF DEVICES TESTED FOR THE SPECIFIC CRITERIA

ADDITIONAL REMARKS _____

HEAT DETECTORS and/or DUCT DETECTORS (indicate)

NUMBER OF HEAT DETECTORS IN ENTIRE FACILITY: _____

NUMBER OF DUCT DETECTORS IN ENTIRE FACILITY: _____

√	#	CHECK POINTS	H/D	DEFICIENCIES NOTED
		PROPER ANNUNCIATION AT FIRE ALARM PANEL & REMOTE ANNUNCIATOR		
		ACTIVATES ALL ASSIGNED DEVICES (bells, magnetic holds, etc.)		
		PROPER TROUBLE NOTIFICATION ONCE DEVICE/S ARE RENDERED INOPERABLE		
		GENERAL DEVICE CONDITION (damaged, dirty, painted)		
		"LOCAL ALARM ONLY" SIGNS POSTED. <i>*NOTE-LOCAL ALARMS MUST HAVE SIGNS POSTED TO READ THE FOLLOWING: LOCAL ALARM ONLY – CALL 9-1-1</i>		

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ADDITIONAL REMARKS _____

SPRINKLER WATER FLOW DEVICES

NUMBER OF SPRINKLER WATER FLOW DEVICES IN ENTIRE FACILITY: _____

√	#	CHECK POINTS	DEFICIENCIES NOTED
		PROPER ANNUNCIATION AT FIRE ALARM PANEL	
		PROPER ANNUNCIATION AT THE REMOTE ANNUNCIATOR PANEL	
		ACTIVATES ALL ASSIGNED DEVICES (bells, magnetic holds, etc.)	
		PROPER TROUBLE NOTIFICATION ONCE DEVICE/S ARE RENDERED INOPERABLE	
		FLOW SWITCH ACTIVATES WITHIN 90 SECONDS AFTER WATER FLOW	
		GENERAL DEVICE CONDITION (damaged, dirty, painted, etc.)	

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ADDITIONAL REMARKS _____

TAMPER (SUPERVISORY ALARMS)

NUMBER OF TAMPER (SUPERVISORY ALARMS) IN ENTIRE FACILITY: _____

√	#	CHECK POINTS – Note if activated by smoke or test	DEFICIENCIES NOTED
		PROPER TROUBLE ALARM TO ALL ASSIGNED PANELS AND DEVICES	
		PROPER ANNUNCIATION AT THE REMOTE LOCATION	
		GENERAL DEVICE CONDITION (damaged, dirty, painted, etc.)	

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ADDITIONAL REMARKS _____

VISUAL/AUDIBLE DEVICES- FIRE ALARM

NUMBER OF VISUAL/AUDIBLE ALARM DEVICES IN ENTIRE FACILITY: _____

√	#	CHECK POINTS	DEFICIENCIES NOTED
		DEVICES ACTIVATED ONLY ON FIRE ALARM CONDITION	
		ALL VISUAL ALARMS OPERATING	
		ALARM-SIGNAL DEVICES SHALL PRODUCE A SOUND THAT EXCEEDS THE PREVAILING EQUIVALENT SOUND LEVEL IN THE ROOM OR SPACE BY 15 DECIBELS, OR EXCEEDS ANY MAXIMUM SOUND LEVEL WITH A DURATION OF 30 SECONDS BY 5 DECIBELS MINIMUM, WHICHEVER IS LOUDER. SOUND LEVELS FOR ALARM SIGNALS SHALL BE 120-DECIBEL MAXIMUM	
		GENERAL DEVICE CONDITION (damaged, dirty, painted, etc.)	

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ADDITIONAL REMARKS _____

MAIN FIRE ALARM PANEL			
√	#	CHECK POINTS	DEFICIENCIES NOTED
		LED'S TEST LAMPS	
		PROPER ZONE IDENTIFICATION – ACCURATE, LEGIBLE	
		PROPER CORRELATION BETWEEN ALARM & REMOTE ANNUNCIATION PANEL	
		POWER TEST – 110v, BACK-UP BATTERY TEST: A/C VOLTAGE: _____ BATTERY VOLTAGE: _____ BATTERY LOAD TEST: _____ BATTERY EXPIRES: _____	
		TROUBLE FUNCTION TEST – ALL SYSTEMS	
		FIRE ALARM PANEL CONTROL SWITCHES – ALL TESTED	
		SPARE KEYS TO ALL PANELS AND PULL STATIONS	
		PROPER OPERATING INSTRUCTIONS (complex diagrams)	
		SPARE GLASS PULL STATION RODS	
		GENERAL CONDITION (damaged, clean, dirty, painted, UL listed, etc.)	
		SUPERVISORY ALARM TEST	
		PROPER RESET INSTRUCTIONS POSTED AT PANEL	
		APPROVED CENTRAL STATION PLACARD POSTED AT THE PANEL AND UP-TO-DATE	
		SOURCE OF DEDICATED POWER LABELED AT CONTROL PANEL (electrical panel and circuit number)	
		DEDICATED CIRCUIT PROVIDED WITH CIRCUIT BREAKER LOCK AT ELECTRICAL PANEL	
		DOOR TO ROOM PROVIDED WITH SIGN INDICATING “FIRE ALARM CONTROL PANEL INSIDE”	

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ADDITIONAL REMARKS _____

ANNUNCIATOR/REMOTE PANEL			
√	#	CHECK POINTS – Note if activated by smoke or test	DEFICIENCIES NOTED
		ALL LAMP TEST	
		PROPER ZONE IDENTIFICATION – ACCURATE, LEGIBLE	
		PROPER CORRELATION BETWEEN REMOTE AND FIRE ALARM PANEL	
		ALL TROUBLE FUNCTION TEST	
		GENERAL CONDITION (damaged, clean, dirty, painted, UL listed, etc.)	

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ADDITIONAL REMARKS _____

FIRE ALARM SYSTEM-WIRING			
√	#	CHECK POINTS	DEFICIENCIES NOTED
		PROPER RATED WIRING INSTALLED	
		CONSISTENT METHOD OF WIRING, ALL J-BOXES, NO PIGTAILS	
		LABEL ALL CONDUIT, J-BOXES PROPERLY MARKED FIRE ALARM SYSTEM, ETC.	

		IDENTIFY THE PROPER END OF LINE VALUES	
		GENERAL CONDITION (damaged, clean, dirty, painted, UL listed, etc.)	
		A VOLTAGE DROP OF ONLY 10% FOR ALL CIRCUITS IN FIRE ALARM CONDITION	

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ADDITIONAL REMARKS _____

OTHER (FM-200 monitoring system, Halon system, Preaction system, Dry chem. System, Wet chemical system, etc.)			
		TYPE OF SYSTEM _____	
√	#	CHECK POINTS	DEFICIENCIES NOTED
		ALL COMPONENTS RATED FOR USE AND INSTALLATION PER NEC 760, PER NFPA, STATE, LOCAL AND MANUFACTURER SPECIFICATIONS	
		SYSTEM IS PROPERLY MONITORED FOR ALARM, SUPERVISORY AND TROUBLE CONDITIONS	

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ADDITIONAL REMARKS _____

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Please indicate ONLY ONE CHOICE below:

☐ I CERTIFY UNDER PENALTY OF PERJURY THAT THE COMPANY I REPRESENT HAS TESTED THE FIRE ALARM SYSTEM AT THE ABOVE LISTED ADDRESS AND IT MEETS ALL APPLICABLE CODES AND STANDARDS.

SIGNED _____ DATE _____
TITLE _____

☐ I CERTIFY UNDER PENALTY OF PERJURY THAT THE COMPANY I REPRESENT HAS TESTED THE FIRE ALARM SYSTEM AT THE ABOVE LISTED ADDRESS AND IT DOES NOT MEET ALL APPLICABLE CODES AND STANDARDS.

SIGNED _____ DATE _____
TITLE _____

DEFICIENCIES REMAINING

Return completed form to:
City of Mountain View Fire Department

**1000 Villa Street
Mountain View, CA 94041
Attn: Fire Marshal**